

05-08-01

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Express Mail No.: EL 501 638 858 US

IN THE UNITED STATES PATENT AND TRADEMARK OFFICE

Application of: Clayton et al.

Application No.: 09/754,898

Group Art Unit: 2152

Filed: January 5, 2001

Examiner: Not yet assigned

For: POLICY NOTICE METHOD AND  
SYSTEM

Attorney Docket No.: 10259-004

**RESPONSE TO NOTICE TO FILE MISSING PARTS OF APPLICATION**

Assistant Commissioner for Patents  
BOX MISSING PARTS  
Washington, D.C. 20231

Sir:

In response to the Notice To File Missing Parts Of Nonprovisional Application mailed on March 6, 2001, a copy of which is enclosed, applicants submit herewith, pursuant to 37 CFR 1.63 and MPEP § 201.06(c), a Declaration for Non-Provisional Patent Application executed by the inventors, along with a Power of Attorney executed by an authorized officer of the assignee, a Verified Statement Claiming Small Entity Status, and 15 sheets of substitute formal drawings. An Assignment from the inventors to the assignee is simultaneously being submitted under separate cover to Box Assignment.

The fee for the submission of this response is estimated to be \$65. Please charge all required fees to Pennie & Edmonds LLP Deposit Account No. 16-1150.

Respectfully submitted,

*Steven J. Underwood (Reg. No. 47,205)*

Date May 7, 2001

*For* Berj A. Terzian

**PENNIE & EDMONDS LLP**

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New York, New York 10036-2711

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Reg. No.

Enclosures



## UNITED STATES PATENT AND TRADEMARK OFFICE

COMMISSIONER FOR PATENTS  
UNITED STATES PATENT AND TRADEMARK OFFICE  
WASHINGTON, D.C. 20231  
www.uspto.gov

APPLICATION NUMBER	FILING/RECEIPT DATE	FIRST NAMED APPLICANT	ATTORNEY DOCKET NUMBER
09/754,898 ✓	01/05/2001 ✓	Gary E. Clayton	10259-004 ✓

CONFIRMATION NO. 4774

20583  
PENNIE AND EDMONDS  
1155 AVENUE OF THE AMERICAS  
NEW YORK, NY 100362711

## FORMALITIES LETTER



\*OC00000005829288\*

Oath/Declaration and Fees due 5/6/2001

Date Mailed: 03/06/2001

## NOTICE TO FILE MISSING PARTS OF NONPROVISIONAL APPLICATION

FILED UNDER 37 CFR 1.53(b)

## Filing Date Granted

An application number and filing date have been accorded to this application. The item(s) indicated below, however, are missing. Applicant is given TWO MONTHS from the date of this Notice within which to file all required items and pay any fees required below to avoid abandonment. Extensions of time may be obtained by filing a petition accompanied by the extension fee under the provisions of 37 CFR 1.136(a).

- The oath or declaration is unsigned.
- To avoid abandonment, a late filing fee or oath or declaration surcharge as set forth in 37 CFR 1.16(e) of \$130 for a non-small entity, must be submitted with the missing items identified in this letter.
- The balance due by applicant is \$ 130.

The application is informal since it does not comply with the regulations for the reason(s) indicated below. Applicant is given TWO MONTHS from the date of this Notice within which to correct the informalities indicated below.

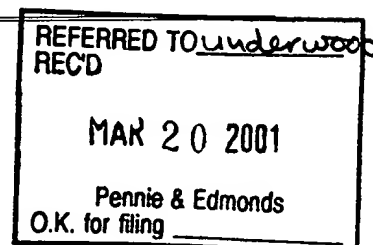
The required item(s) identified below must be timely submitted to avoid abandonment:

- Substitute drawings in compliance with 37 CFR 1.84 because:
  - drawing sheets do not have the appropriate margin(s) (see 37 CFR 1.84(g)). Each sheet must include a top margin of at least 2.5 cm. (1 inch), a left side margin of at least 2.5 cm. (1 inch), a right side margin of at least 1.5 cm. ( 5/8 inch), and a bottom margin of at least 1.0 cm. (3/8 inch);

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A copy of this notice MUST be returned with the reply.



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Initial Patent Examination Division (703) 308-1202

PART 2 - COPY TO BE RETURNED WITH RESPONSE